

June 1999

Dear SSCR Users:

We are pleased to release SSCR-32 for Windows, Version 1.2. This software is an upgrade to SSCR-32 for Windows, Version 1.1.

Why We Are Sending You This Software

Some of you continue to use the SSCR module included in EDEExpress, Version 4.4. As of July 30, 1999, you are required to install and use SSCR-32 for Windows, Version 1.2. This version contains source information in the header record that is needed by NSLDS. Based on this source information, support for versions prior to Version 1.2 will be terminated as of August 1, 1999. SSCR-32 is similar in look and feel to the EDEExpress software; however, SSCR-32 is not award year dependent, as EDEExpress is. In addition, SSCR-32 includes enhancements that make it easier for you to manage your SSCR data and give you more options and greater flexibility.

We have enclosed the following items in this letter:

- Instructions for installing the SSCR-32 software,
- A list of the product enhancements,
- The results gathered from SSCR-32 benchmark testing,
- A reminder to back up and optimize your SSCR database, and
- SSCR-32 CM enhancements.

What You Should Do

- Review the information attached to this letter and
- Use the instructions to install SSCR-32 for Windows, Version 1.2 on your computer.

If You Need Further Information

The SSCR Customer Support staff of the Central Processing System (CPS) can handle all of your questions regarding:

- Installation issues,
- Software problem resolution,
- Software functionality, and
- Technical assistance.

You can reach them Monday – Friday, 7:00 a.m. – 7:00 p.m. (CT), at **800/330-5947**. You may also email inquiries, comments, or suggestions 24 hours a day to **CPS@NCS.COM**. A representative will respond within 24 hours.

Sincerely,

CPS Customer Service

SSCR-32 for Windows, Version 1.2

The Department is pleased to announce the release of SSCR-32 for Windows, Version 1.2. Unlike the SSCR software included in EDEExpress, Version 4.4, this SSCR software is not award year dependent.

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SSCR-32, Version 1.2 Installation Instructions

You must have Windows 95, NT, or 98 as your PC operating system to run SSCR-32, Version 1.2. You must also be in compliance with the system requirements outlined in Action Letter #2 (October 1997).

The steps for installing the SSCR software are slightly different, depending upon which version of the SSCR software you currently use and whether you use a stand-alone computer or a workstation.

If You Use SSCR-32, Version 1.1

1. Back up your SSCR database.
2. Install SSCR-32, Version 1.2. Select the Custom Install option. Do **not** mark the Database checkbox unless you want to overwrite your Version 1.1 database. (Remember, if you choose to overwrite your Version 1.1 database, you lose all of your data.)
3. If you install SSCR-32 to a network, install the software on all of the workstations you intend to use to work with SSCR-32 data.
4. Update your database. If you have installed SSCR-32 to a network, you need to update your database from only one workstation.

If You Use SSCR-32, Version 1.0

If you currently use SSCR-32, Version 1.0, you must install SSCR-32, Version 1.1 before you upgrade to Version 1.2. You must perform SSCR-32's upgrades in version number order.

1. Install SSCR-32, Version 1.1. Select the Custom Install option. Do **not** mark the Database checkbox unless you want to overwrite your Version 1.0 database. (Remember, if you choose to overwrite your Version 1.0 database, you lose all of your data.)
2. If you are installing SSCR-32 to a network, install the software on all of the workstations you intend to use to work with SSCR-32 data.
3. Update your database. If you have installed SSCR-32 to a network, you have to update your database from only one workstation.
4. Now install SSCR-32, Version 1.2. Select the Custom Install option. Do **not** mark the Database checkbox unless you want to overwrite your Version 1.1 database. (Remember, if you choose to overwrite your Version 1.1 database, you lose all of your data.)
5. If you install SSCR-32 to a network, install the software on all of the workstations you intend to use to work with SSCR-32 data.
6. Update your database again. If you have installed SSCR-32 to a network, you need to update your database from only one workstation.

If You Use EDEExpress, Version 4.4

If you now use the SSCR module in EDEExpress, Version 4.4:

1. Install SSCR-32, Version 1.2. Choose the Full Install option. Do **not** mark the Database checkbox unless you want to overwrite your SSCR database. (Remember, if you choose to overwrite your SSCR database, you lose all of your data.)
2. If you install SSCR-32 to a network, install the software on all of the workstations you intend to use to work with SSCR-32 data.
3. Update your database. If you have installed SSCR-32 to a network, you need to update your database from only one workstation.

Reminders

Back Up Your Database Weekly

Before you upgrade your SSCR-32, Version 1.2, you must back up your database so that you don't lose your data.

You should back up your SSCR-32 database file, WNSSCR10.MDB, regularly. We recommend that you back up your files at least weekly.

SSCR-32 for Windows does not include a backup utility and you must use your own backup software. You should test your backup software to verify its reliability to successfully restore your backups.

Run Your Software Utilities Weekly

The SSCR-32 for Windows software contains database utilities that allow you to optimize your database if you encounter problems. We recommend that you repair and compact your database once a week. If all are successful, back up the database (see section above).

Run the database utilities in the following order:

1. Repair database
2. Compact database

Repair Your Database Weekly

The repair database utility resolves inconsistencies (also called a database corruption) in records storage. Events such as a power outage or a LAN failure can corrupt your database if it occurs while SSCR-32 updates your records.

SSCR-32 may not detect a database corruption, so if your system behaves unpredictably (for example, if you start getting database error messages), run the Repair Database utility.

Running this utility weekly prevents database problems.

Warning: Before you use this utility, be sure you have space on your hard drive that is at least equal to the current size of your database.

Compact Your Database Weekly

The compact database function improves the performance of SSCR-32 by optimizing the database (WNSSCR10.MDB) file and reclaiming space on your computer's hard drive. As you add, modify, or delete records in SSCR-32, the database file can become fragmented. When you compact your database, these fragmented files are stored in adjacent sectors. As a result, your SSCR-32 database file will be smaller and the computer can find them more easily.

Product Enhancements

We made the following product enhancements to SSCR-32, Version 1.2:

Scrolling

When using previous releases, you scrolled through student records in SSN order only. With Version 1.2, you scroll through the student's records in last name, first name, and middle initial order.

Query

We included more options in Query so you have more choices when you run reports.

Selection Criteria

We modified the format of the Selection Criteria dialog box to include predefined queries. When you run queries from Selection Criteria dialog box, SSCR-32, Version 1.2 prompts you to fill in the appropriate values. You can specify a title, select a predefined or user-defined query, and choose selected records.

Multiple Entry

You select records by SSN. This option eliminates a problem some users encountered in earlier versions of the SSCR software in which their reports included records they had not selected.

User Interface

We made the following user interface changes:

- The toolbar is movable.
- In date fields, you can select a date from a pop-up calendar.
- On fields with ellipsis buttons, you can also double-click the field to call up the list or grid.
- Pop-up help displays when you highlight values in a dropdown list.
- You can toggle options to view the toolbar or status bar.
- You can quickly view a single record by using the Record toolbar options (First, Previous, Next, and Last).

Browsable Grid

You can locate information by using browsable grids; these fields, however, are read-only and cannot be changed. You can:

- Locate specific records using the Find and Filter options.
- Sort records in ascending or descending order.
- Print data displayed in the grid.
- Export data displayed in the grid to a file.

- Resize columns and rows.
- Move and hide columns.
- Freeze columns so that they become the leftmost columns and are visible at all times when you scroll from left to right, regardless of how far you scroll.
- Select and deselect all records in a grid.

Print

- You can choose a printer, paper size, and source (for example, auto select, manual feed), and page orientation (portrait or landscape) by using the Print Setup feature.
- You use the Print Preview feature to view a file before sending it to a printer.

Global Delete

We added a global delete option. When you select this option, a browsable grid displays all of the records in your SSCR database. You can delete all of the records in your database or you can choose to delete certain records, regardless of its SSCR status.

Warning: If you are updating a current initial roster file, you must be careful that you don't delete any records that are part of that current initial roster file. Deleting these records results in batch integrity errors that prohibit the export of that batch's data. We recommend that you wait until your SSCR cycle is complete before deleting records.

Valid Values for Fields

- The field length of import and export batch identifiers has changed from 17 to 23. The format of these fields is now X99999999CCYYMMDDHHMMSS, where:
 - X = Import or Export Batch Type
 - Import
 - I = SSCR Roster file
 - T = SSCR Error Notification file
 - U = SSCR External Import Add file
 - V = SSCR External Import Change file
 - Export
 - S = SSCR Submittal file
 - X = SSCR External Export file
 - Y = SSCR Error Correction/Ad Hoc file
 - 99999999 = Code for School (OPE ID)
 - CCYYMMDD = Batch Create Date (system date)
 - CC = Century
 - YY = Year
 - MM = Month
 - DD = Day
 - HHMMSS = Batch Create Time (system time)
 - HH = Hour
 - MM = Minute
 - SS = Second
- Valid values for Social Security Number fields are 000-00-0000 to 999-99-9999. These values align SSCR data values with NSLDS.

Entry Screen

- We added a display-only field called “Record # of ##” to the Current Data section of the Entry screen. This field shows the number of the records you are viewing (#) and the total number of records (##) in the SSCR database. When you scroll from one record to the next using the new Record toolbar items (for example, First, Previous, Next, and Last) or menu, this counter changes to reflect the displayed record.
- We removed all address-related fields to reflect the changes in processing with NSLDS.
- We updated SSCR-32 End of Entry Edits to check student records during the save process.
- The software checks Anticipated Completion Dates to make sure they are not 10 years past the Certification Date. We also updated the Anticipated Completion Date edit to look for required date entry for student’s with an enrollment status of “Z” or “X.”

Record Layouts — Import and Export

- The key fields are Student’s Social Security Number and Code for School (OPE ID), so that multiple records which have different Codes for School (OPE IDs) for one student can be imported, processed/updated, and exported simultaneously.
- We added an Export Source Code to the Header Record, which automatically fills during export to NSLDS.
- The software automatically formats files during the export and regenerating processes for EDconnect 32.
- We removed the SSCR Request Date.
- We removed all Address Data fields.

Monitor Resolution

We developed SSCR-32 in super VGA. You must use a monitor and video card capable of super VGA (800 x 600) resolution or higher to run this software. To make sure you have this hardware installed, start your computer, and in the Control Panel | Display option, set the Desktop Area to 800 x 600 pixels and Font Size to small fonts.

Issues Fixed in SSCR-32, Version 1.2

We fixed the following configuration management issues in SSCR-32 for Windows.

- # 1485 We made the entire Query Grid Read-Only.
- # 1498 We reworded the End of Entry Edit for Anticipated Completion Date to reflect that the ACD cannot be greater than 10 years past the Certification Date.
- # 1565 The password does not expire in Version 1.2. Therefore, we removed the password expiration date.
- # 1574 We modified the software so that the Database Wizard Cancel does not cause an error message stating you have performed an illegal operation.
- # 1579 We updated the End of Entry Edit for Date of Enrollment Status to hit when users do not enter Date of Enrollment Status for “Z” or “X.”
- # 1597 We modified the Multiple Entry process so that Multiple Entry Grid SSN updating does not lock the grid.
- # 1621 This problem no longer exists because we removed all address fields in response to CM #1824.
- # 1623 We updated the Repair Database splash screen to read “You are about to Repair the database” instead of “You are about to Compact the Database.”
- # 1634 We provided the capability to scroll through records in alpha order by last name, first name, and middle initial (MI) sort order.
- # 1635 We updated the Create option to format files during export and regenerate for EDconnect32.
- # 1690 The Multiple Entry grid no longer reports records you have not requested.
- # 1824 We removed the address, city, state, and zip code fields from entry and external import options.
- # 1825 We updated the header record to show an export type that identifies the record source as SSCR or EDExpress software.

SSCR-32 Benchmarking Tests

We performed benchmarking tests on the SSCR-32 software to determine how it operates in certain operating environments.

Imports Benchmarking Tests

We tested the Import process during normal working hours using different operating systems, PC platforms, and import files (one file had approximately 4,000 records and the other had approximately 20,000 records). For the network tests, the SSCR software was installed on the workstation and the database was located on the server. The server we used is a production server with approximately 200 simultaneous users.

We have not seen a performance difference between the Novell 3.12 environment and the NT server environment in previous benchmarking tests. Therefore, we list only the Novell network environment here.

The Time Elapsed column indicates the measurement of time starting when the user clicks OK in the Import dialog box and the import process begins. The <> symbol indicates the times are approximate.

The benchmarking results for SSCR-32 import files follow:

Component	Operating System	Type of Network	Time Elapsed	PC Platform
Initial Import Roster (20,002)	Win95	N/A	5 min 27 sec	Pentium 200 64MB
Initial Import Roster (4160)	WinNT	Novell	52 sec	Pentium 200 64MB
Initial Import Roster (4160)	Win95	Novell	1 min 9 sec	Pentium 200 64MB
Initial Import Roster (4160)	NT 4.0	N/A	45 sec	Pentium 200 64MB
Initial Import Roster (4160)	NT 4.0	N/A	6 min 48 sec	486 66 16MB
Initial Import Roster (4160)	Win95	N/A	7 min 9 sec	486 66 16MB
Initial Import Roster (4160)	Win95	N/A	51 sec	Pentium 200 64MB

Reports Benchmarking Tests

The benchmarking results for a representative SSCR-32 report and list follow.

We tested SSCR-32 on the following printers:

- HP LaserJet III
- HP LaserJet 4
- HP LaserJet 4000N
- HP LaserJet 4M
- HP LaserJet 4MPlus
- HP LaserJet 4Si
- HP LaserJet 5M
- HP LaserJet 5S
- HP LaserJet 5SiMX
- HP LaserJet 6MP
- HP LaserJet 8000N

The Time Elapsed column indicates the measurement of time starting from when the user clicks OK in the SSCR-32 Print dialog box and the Windows print dialog box appears.

Component	Operating System	Number of Records	Time Elapsed	PC Platform
List - SSCR	NT 4.0	23 recs/5 pages	:01	Pentium 200 64MB
List - SSCR	Win95	23 recs/5 pages	:01	Pentium 200 64MB
List - SSCR	Win98	23 recs/4 pages	:01	Pentium 200 64MB
SSCR	NT 4.0	5 recs/5 pages	:01	Pentium 200 64MB
SSCR	Win95	5 recs/5 pages	:01	Pentium 200 64MB
SSCR	Win98	5 recs/5 pages	:01	Pentium 200 64MB